

DEPARTMENT OF CHILDREN AND FAMILIES  
EMPLOYMENT OPPORTUNITY  
OFFICE ASSISTANT (MAY BE UNDERFILLED AS A CLERK TYPIST)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral/Promotional Candidates on the current examination list.

**Location:** Milford Area Office - 38 Wellington Road

**Job Posting No:** DK45264MFD

**Hours:** First shift - 40 hours weekly

**Salary:** \$39,709. - \$52,100. (annually)

**Closing Date:** 8/19/2014

The Department of Children and Families is currently recruiting for an Office Assistant (possible underfill as Clerk Typist) for our Milford Area Office. This position is full-time (40.0 hours, M-F). This position is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in the assigned area. For complete job description, please click the class code to the right. Candidates must be on the current DAS certification list for Office Assistant or have permanent status in this classification. This position may be under filled as a Clerk Typist.

**Eligibility Requirement:** Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Clerk Typist underfill position is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing. For complete job description, please use this link: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4556> . State employees currently holding the above title(s) or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**General Experience:** Two (2) years' general clerical work experience.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**Application Instructions:** Interested applicants must submit the CT-HR-12 (State Employment Application), resume, letter of intent, and (3) letters of supervisory reference to the address below. State employees must submit (2) most recent performance appraisals in lieu of references. When applying, you must include the Posting #DK45264MFD. The filling of this position shall be in accordance with established reemployment, SEBAC and/or transfer employment obligations.

DEPARTMENT OF CHILDREN AND FAMILIES  
ONE LONG WHARF DRIVE  
NEW HAVEN, CT 06511  
HUMAN RESOURCES 3<sup>RD</sup> FLOOR  
ATTENTION: Lisa Womble

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.